

ER-6-3558

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MEMORANDUM FOR: Chief of Logistics

SUBJECT : Report of Classification Survey

1. I am transmitting herewith the completed report of the Classification Survey of the Logistics Office conducted by the Classification and Wage Division, Office of Personnel. The report is divided into eight sections. The first of these contains a general discussion of the survey, its objectives, achievements, and related information. The seven bound sections of the report contain detailed material for the various organizational components of the Logistics Office, including organizational and functional information and the descriptions and evaluation statements prepared by the survey team for individual positions in each component.

2. The material presented in the report represents the results of a joint effort by members of your staff, the Management Staff, and the Classification Survey Team. This effort was designed to provide the Logistics Office with a T/O structure based on current organizational and functional alignment and current staffing requirements, and a classification structure in accord with the current operating situation and reflecting the actual work assignments of the employees engaged in carrying out the various elements of the logistics support program. In all essential respects these objectives have been attained. Both the organizational structure and classification structure are now attuned to a realistic current T/O. Detailed and comprehensive information on the content and alignment of positions, based on current rather than projected operations, is now readily available for immediate and long-range personnel planning in connection with continuing logistics support operations. The survey results achieved will, I believe, do much to promote an effective personnel administration program within the Logistics Office, and will enable the Office of Personnel, on its part, to render expeditious and efficient support to this program, for the realization of which a sound and equitable grade structure is indispensable.

3. The grade structure provided as a result of the survey was based to the maximum extent possible on the actual work being performed. The application of this principle was not uniformly successful in all cases but the net result achieved is considerably more satisfactory

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for all purposes than the conditions which existed previous to the survey, i.e., grades based on projection of duties beyond actual performance or based on a T/O strength at considerable variance with the approved personnel ceiling. The principle if pursued in subsequent classification considerations with respect to the Logistics Office will serve to minimize misunderstanding among employees, line supervisors, and officials at the Branch, Division and Staff level as to the basis of the classification structure. It will also be instrumental in solving or avoiding some of the mutual problems we have encountered in this regard in the past.

4. The information which formed the basis for the final position descriptions and ultimately the final grade determinations was developed insofar as possible directly from the individual employees and supervisors, by means of both questionnaire and personal interview. The descriptions for each component were current as of the time the component was surveyed and reflected the work situation which existed at that time. To achieve lasting benefits from this body of information, every effort should be made to keep it current. As work situations change with the dynamics of the logistics program, significant changes in duties assignments should be reflected in modified or new position descriptions as soon as practicable. A greater economy of effort can be achieved by this means than by allowing significant changes to go undefined until another large-scale survey such as the one just completed becomes necessary. Preferably, future T/O changes affecting position classifications should be supported by definitive descriptions of the positions involved. The Classification and Wage Division will make available to you and your key officials whatever assistance is necessary to keep the grade structure on a current basis. In this connection it may be profitable in many instances to seek such assistance when major revisions are in the planning stage, since in this manner it is frequently possible to foresee classification problems and take steps to head them off.

5. As a sequel to the study just concluded, a complete review of Logistics Office field positions should be made. Work on this is now in its preliminary stages. It is our intention to ultimately extend the process begun with the survey of the Logistics Office to logistics-type positions existing in other organizational components of the Agency, particularly those located in D/P, both in headquarters and in the field. Under the career rotation concept, which is an integral part of the Agency's personnel administration program, there will be a continuing interchange of personnel in logistics career service

specialities, between Logistics Office and other Agency components and between headquarters and field. To support such interchange and to provide the basis for adequate planning of assignments of logistics-type personnel, the grades of logistics-type positions must necessarily be equitable across organizational lines. The grade alignment developed for positions in the Logistics Office will provide the basic frame of reference for achieving such equity.

6. I wish to express my appreciation for the assistance and cooperation you and members of your staff have provided throughout the course of the Classification Survey. Logistics Office personnel at all organizational levels were extremely helpful to members of the classification team. During the survey and the negotiations which followed it, Division and Staff Officials were uniformly constructive in discussing issues in contention, and while there were honest differences of opinion as to the evaluation of particular positions, relations at all times were on an objective and cordial basis.

Harrison G. Reynolds
Assistant Director for Personnel

Attachments:
As stated

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